BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Diploma in Horticulture Pearson BTEC International Level 3 Extended Diploma in Horticulture
Unit number and title	Unit 35: Participating in Horticultural Tasks at Events
Learning aim(s)	**A:** Investigate horticultural roles and tasks associated with events **B** Carry out horticultural tasks at an event to meet the requirements of a specific job role **C:** Review own performance in carrying out horticultural tasks at an event
Assignment title	**Horticulture Roles and Tasks at Events**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	*Note to teacher/assessor: The following is an example scenario that can be adapted to meet local needs and event opportunities.* *To complete this assignment learners must have access to a horticultural event, or staged event context. Events could be held at the centre, local community organisation, employer or other relevant organisation.* *Assessors should clearly identify to learners the specific horticultural event, context and job role. It is important to ensure that the event, horticultural tasks, and role chosen, provide learners with enough scope for them to fully complete the tasks.* * * * * * You work for a large country estate, which opens its buildings, gardens and grounds to the public. The owners of the estate have decided to hold a one-day, ticketed, public horticulture show. The show will include: • themed, display gardens for visitors to view • trade-stands selling horticultural products such as plants and equipment • hospitality. They have asked you to participate in the event-planning, and to carry out horticulture tasks before, during and after the event, in a specific horticultural role e.g. • project manager • garden designer • hard landscaper • gardener • nursery worker *(Your specific horticultural role will be decided through*

	discussion with your teacher/assessor.)
Task 1	The success of horticultural events depends on careful planning, a clear understanding of job roles, and good team-work. You must produce your own, individual written plan for your specific horticultural role at the event. Your plan must: **A)** Clearly demonstrate an understanding of the nature and scope of your horticultural role, including: • individual tasks and duties • team roles and responsibilities • the limits of the role, and how the it relates to the role of others • the expectations of team leaders/managers • the importance of following agreed plans • duties and responsibilities in relation to health and safety. **B)** Examine the importance of your given horticultural role within the context of the event. **C)** Contain plans for each required task in your given horticultural role including: • setting individual, role-specific objectives for what you need to achieve, before, during, and after the event, including: o horticultural tasks – e.g. preparing plants, monitoring plants, ordering resources and meeting deadlines o non-horticultural tasks – e.g. compiling meeting notes, recording income and expenditure • task checklists for your own use relating to: setting-up the tasks; carrying-out the tasks during the event; post-event dismantling. Checklists should include realistic timescales and resources that are relevant to the event and job role **D)** Contain a rationale for the methods, tasks and actions in your plan. Plans must make use of appropriate terminology.
Checklist of evidence required	Individual written plan

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Produce a comprehensive plan for own horticultural tasks at an event, evaluating the impact of a horticultural role associated with events.
A.M1	Analyse the significance of a horticultural role associated with events, using a detailed horticultural task plan produced for own specific role.
A.P1	Explain the significance of a horticultural role associated with events.
A.P2	Produce a plan for own role-specific horticultural tasks at an event.
Task 2	<u>The Event</u> As a member of the horticultural team, you must now carry out the planned tasks for your role. <u>Video Diary</u> Record a detailed video diary that documents your individual contribution to the completion of tasks carried out before, during and after the event. Your video diary must evidence: • your carrying out horticultural tasks specific to the event and role • knowledge and skills appropriate to the role e.g. o management and use of machinery or equipment, o plant identification, planting, care and routine management, o planning and recording work o safe working practice. • your ability to work appropriately with others to achieve aims of tasks. • justification for the actions and decisions you made when completing tasks • health and safety considerations – including a rationale for approaches taken, and a demonstration of practical skills relating to the tasks carried out. <u>Witness/Observation Record completed by your event Team Leader</u> Collect witness/observation records that review your ability to: complete horticultural tasks; work as a team member; and account for health and safety considerations whilst working in your role at the event.
Checklist of evidence required	Video Diary Observation Record completed by your Team Leader

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
B.D2	Work with others to carry out horticultural tasks at an event with a high degree of accuracy, evaluating the importance of health and safety.
B.M2	Work with others to carry out horticultural tasks efficiently at an event, analysing the importance of health and safety.
B.P3	Explain health and safety considerations for horticultural tasks to be carried out at an event.
B.P4	Work with others to carry out horticultural tasks competently at an event.

Task 3	You have been asked by the event Team Leader to produce a written review of your own performance when carrying out your horticultural tasks, and working as a team at the event. This will help identify future training that the estate can offer you as part of your job. Your review should include: • an assessment of your performance during the event and following the event, relating to decisions and actions taken. • a reflection on the success of your contribution to the event and potential areas for improvement of your performance against the objectives you set in Task 1. Use appropriate review methods to help you do this e.g. question based, open reflection, reflective log, work environment reviews, evaluation forms, team feedback, images and videos. • a development plan, that covers your strengths and areas for development and improvement relating to: horticultural skills, teamwork, problem-solving, communication, health and safety. Your skills development plan should cover: o identification of strengths o identification of skills requiring improvement. and skills gaps o resources, support and training that are needed to develop skills for the future o realistic development goals and timescales to measure your success against for the future. • a statement that demonstrates your understanding of (a) the importance of receiving feedback on your performance (b) the importance of reviewing your own performance, both individually and as part of a team.

Checklist of evidence required	Written review of your own performance. Skills development plan. Explanation of purpose of receiving feedback and reviewing performance.
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
C.D3	Evaluate own performance in carrying out horticultural tasks at an event to produce a comprehensive personal development plan.
C.M3	Analyse own performance in carrying out horticultural tasks at an event to produce a detailed personal development plan.
C.P5	Explain own effectiveness in carrying out horticultural tasks at an event.
C.P6	Produce a basic personal development plan.
Sources of information to support you with this Assignment	**Books** Ackeroyd, S (2011) *RHS Complete Gardener's Manual: How to Dig, Sow, Plant and Grow*, London: DK. ISBN-13: 978-1405365833 Adams, C (2017) *Principles of Horticulture: Level 3*, London: Routledge. ISBN-13: 978-1138428652 Brickell, C (2012) *RHS Encyclopedia of Gardening*, London: DK. ISBN-13: 978-1409383949 Capell, L. (2013) *Event Management For Dummies*, West Sussex: John Wiley & Sons. ISBN-13: 978-1118591123 Dawson, P (2015) *A Handbook for Horticultural Students*, 2 edn. London: Peter Dawson. **ISBN-13.** 978-0952591115 Wagland, P. (2011) *Garden Landscaping Manual: A Step-by-step Guide to Landscaping and Building Projects in Your Garden*: J H Haynes & Co Ltd. ISBN-13: 978-1844259724 Young, C. (2017) *RHS Encyclopedia of Garden Design: Planning, Building and Planting Your Perfect Outdoor Space*, London: DK. ISBN-13: 978-0241286135 **Journals and Magazines** Horticulture Week BBC Gardeners World Nature (www.nature.com/hortres/) Horticultural Plant Journal **Websites** www.rhs.org.uk www.hortweek.com www.kew.org www.hse.gov.uk
Other assessment materials attached	A Case Study/Event Outline could be provided to give learners details regarding the planned event objectives,

to this Assignment Brief	activities and time of activities e.g. date of event, date of meetings.